

MILPERSMAN 1910-101

EARLY CAREER TRANSITION PROGRAM

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| Responsible Office | BUPERS (BUPERS-328) | Phone | DSN COM FAX | 882-4508/4511 (901) 874-4508/4511 882-2041 |
| NAVPERSCOM CUSTOMER SERVICE CENTER | | Phone: Free | Toll | 1-866-U ASK NPC |

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| References | (a) OPNAVINST 6110.1H (b) NAVMED P-117 Manual of the Medical Department (c) NAVADMIN 007/07 (d) COMNAVRESFORINST 1001.5F (e) BUPERSINST 1430.16F |
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1. **Overview.** The Early Career Transition Program (ECTP) provides opportunities for Active Component (AC) and Full Time Support (FTS) enlisted Sailors, to transition into the Selected Reserve (SELRES) more than 90 days prior to their expiration of active obligated service (EAOS) (as extended). Eligible Sailors may submit requests up to 15 months prior, but no later than 3 months prior to desired transition date (not EAOS). Sailors must be granted permission from their commanding officer (CO), screened by their command career counselor (CCC) (through FleetRIDE (if requesting rating change)), and submit NAVPERS 1306/7 Enlisted Personnel Action Request to Navy Personnel Command (NAVPERSCOM), Enlisted Favorable Separations (PERS-83). CO should be willing to accept a potentially gapped billet until detailee can backfill. If approved, members will incur a mandatory drilling Reserve obligation equal to the remaining portion of their current contract. SELRES affiliation orders issued by the Career Transition Office (CTO) will follow, directing where and when member will report.

2. **Policy.** Enlisted AC and FTS personnel may request an early transition from active duty to affiliate with the Navy Reserve. The minimum obligation will be for 1 year (if remaining in rate, 4 years (if converting), with a maximum of 6 years. During the Reserve obligation, members seeking to return to active duty may request to do so via their assigned Navy Reserve activity (NRA) to the CTO. Approvals will be based on needs of the Navy.

3. **Basic eligibility.** CCCs will ensure applicants meet all of the following criteria:

a. Completed at least 24 months and a maximum of 16 years of active service at time of transition. Sailors requesting transition to SELRES who will not complete 36 months active duty upon transition must be counseled via electronic NAVPERS 1070/613 Administrative Remarks that they are fully aware and understand they will not be eligible for the maximum benefits of the Montgomery GI Bill and or Post 9/11 GI Bill.

b. Must meet minimum physical standards per reference (a).

c. Must be medically qualified (fit for duty) per reference (b).

d. Reenlistment eligible - Performance of duty must meet honorable conditions per MILPERSMAN 1910-304.

e. Currently serving in an AC or FTS career reenlistment objectives (CREO) 2 or 3 rating and requesting to serve in a SELRES CREO 1 or 2.

4. **Ineligible.** Early transition requests will not be approved for Sailors:

a. Serving in nuclear ratings.

b. Under Permanent Change of Station orders.

c. Identified to fill a global war on terrorism/overseas contingency operations support assignment.

d. In the National Call to Service program.

e. In SEAL/SWCC/EOD/DIVER programs.

f. Serving in a rating and or holding a Navy enlisted classification listed in any enlistment bonus, selective reenlistment bonus, or similar special and incentive pay program in effect at any time within the fiscal year of the request. ECTP approved members will be required to repay any unearned portion of a previous Active Component bonus or incentive at the time of transition.

g. Assigned to a Department of Defense (DoD) area tour and have not completed the DoD tour requirement, including overseas tour extension incentive program extensions for which a benefit has been received.

5. **Rating Options.** CCCs will utilize FleetRIDE and the CREO to screen members for ratings available in the SELRES. Members are encouraged to apply for both in-rate and conversion options to increase their opportunity for approval. Conversion requires a 4-year drilling Reserve obligation and members may receive "A" school and or advanced training after affiliation. Per MILPERSMAN 1133-061, conversions will be processed under the Prior Service Reenlistment Eligibility Reserve (PRISE-R) program.

6. **Procedures**

a. Member's CO shall verify member's eligibility by completing NAVPERS 1910/33 Early Career Transition Program (ECTP) Reserve Affiliation Screening Checklist at <http://www.npc.navy.mil/ReferenceLibrary/Forms/NAVPERS/>. There is no need to forward completed checklist. If eligible, member's CCC will submit request via NAVPERS 1306/7 to NAVPERSCOM (PERS-83) up to 15 months, but no later than 3 months prior to desired transition date. If member qualifies via FleetRIDE/CREO, up to 3 conversion choices may be included. Request will be routed to AC/FTS Enlisted Community Manager (ECM) and then to SELRES ECM for final adjudication. An approved in-rate or conversion quota will only be valid if member immediately affiliates with the SELRES upon discharge/release from active duty.

b. Upon notification of early transition approval, member's CCC shall contact the CTO by phone (901) 874-4108/DSN 882 or e-mail at cto.enlisted@navy.mil to begin the transition process.

c. The CTO will contact the gaining NRA. Upon notification by the CTO, the NRA will assign a sponsor and provide a welcome aboard package to member.

d. The detaching command's personnel office or servicing Navy Pay/Personnel Support Center will generate locally prepared separation orders and the DD-214 Certificate of Release or Discharge from Active Duty. Reason for separation will be - Selected Changes in Service Obligation (active duty) per MILPERSMAN 1910-102.

e. The CTO will re-verify member's eligibility prior to transition and coordinate required transition personnel actions to affect system AC loss and Reserve Component (RC) gain.

f. The member shall hand-carry medical and dental records to the NRA.

g. Immediate reenlistment into the Ready Reserve will be accomplished upon discharge using the procedures below. Early reenlistment authority is granted for this program. The period of new Reserve contract must meet or exceed member's Reserve obligation to include any remaining military service obligation. Minimum reenlistment is 2 years, per MILPERSMAN 1160-030. For example, if Reserve obligated service is 14 months, member will reenlist in United States Navy Reserve (USNR) for a minimum of 2 years. Any Reserve contract time beyond minimum Reserve obligation may be served in the Individual Ready Reserve.

(1) CTO will prepare a NAVPERS 1070/601 Immediate Reenlistment Agreement and forward it under letter of explanation with ECTP approval message to the NRA of the Service member's choice.

(2) The NRA shall coordinate the Enlistment Oath and annotate the NAVPERS 1070/601 with the name of the officer administering the Enlistment Oath and forward original contract to NAVPERSCOM, Records Management Policy Branch (PERS-313) for inclusion in member's official military personnel file with a copy to CTO for gain processing.

(3) FTS personnel may extend their Navy Reserve contract prior to transition or reenlist upon transition to USNR (as appropriate) to obtain new Reserve obligation.

7. **Navy Reserve Benefits (Possible)**. More information can be found at www.navyreserve.com.

a. Mobilization deferment. Per reference (c), members transitioning immediately from active duty qualify for a 2-year deferment from individual mobilization.

b. Affiliation bonus. Per current SELRES enlistment affiliation bonus NAVADMIN, members may be entitled to an affiliation bonus. However, ECTP-approved members will be required to repay any unearned portion of a current Active Component bonus or incentive at the time of transition.

c. TRICARE low cost medical and dental coverage for SELRES and their dependents. More info can be found at www.tricare.mil/reserve.

d. Reserve retirement benefits, if member completes 20 total (Active & Reserve) qualifying years.

e. Flexible drill opportunities. Check with Reserve unit and supported command after affiliation.

f. Commissary and Exchange privileges.

g. Servicemembers' Group Life Insurance.

h. Montgomery GI Bill - SELECTED RESERVE benefits if member obligates for 6 years.

8. **SELRES Participation Requirements.** Once affiliated via the CTO with a NRA, members will drill per reference (d). ECTP members may also volunteer for active duty operational support orders such as active duty for special work or active duty for training; mobilization orders; or individual augmentee orders.

9. **Procedures for Unsatisfactory SELRES Participation.** Failure to comply with SELRES participation requirements as described in reference (d) may result in involuntary recall or possible administrative separation under MILPERSMAN 1910-158. All administrative separation requests are to be forwarded to NAVPERSCOM, Reserve Enlisted Status Branch/FTS Recalls and Conversions (PERS-913) for adjudication.

10. **Tracking and Reporting of ECTP Personnel.** Navy Reserve Forces Command (COMNAVRESFORCOM) Manpower and Personnel (N1) shall track ECTP program personnel ensuring accountability by individual from affiliation through completion of Reserve obligation. ECTP Sailors shall be identified by assignment of Mandatory Drill Code "1" if remaining in rate, "4" if approved for rate conversion. Assign Military Obligation Designator "E" if remaining in rate, "P" if approved for rate conversion. Assign Mobilization Availability Status code "TS1" in NSIPS-RC.

11. **Advancement Determinations.** Per reference (e), ECTP participants who are a "selectee" from an active duty Navy-wide examination must submit a request to NAVPERSCOM, Reserve Enlisted Programs and Navy Enlisted Advancement Systems Branch (PERS-812) via the supporting NRA to retain "selectee" status after they have affiliated in the SELRES. NAVPERSCOM (PERS-812)

will authorize the SELRES advancement and provide the NRA and member with the effective date of advancement.

12. **Adjudication Authority.** The table below summarizes adjudication authorities:

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| Overall Policy | BUPERS, Military Community Management (BUPERS-3) |
| Approval authority for ECTP requests | BUPERS, Enlisted Community Management (BUPERS-32) (via NAVPERSCOM, Conduct and Separation Division (PERS-83), see para 1. |
| Transition Procedures | NAVPERSCOM, Career Transition Office (PERS-9X) |
| Advancement determination | NAVPERSCOM, Reserve Enlisted Programs and NEAS Branch (PERS-812) |
| SELRES billet assignments via Career Management System Interactive Detailing application, Montgomery GI Bill SELRES eligibility/tracking, bonus eligibility/tracking, and ECTP obligated SELRES tracking | COMNAVRESFORCOM, (N1) |